

KENDRIYA VIDYALAYA SANGATHAN

TRANSFER GUIDELINES FOR GROUP A AND GROUP B (SO AND ABOVE) EMPLOYEES

1. GUIDING PRINCIPLE

The matter governing the transfer of employees holding Group A posts and certain Group B posts viz. Section Officer, Audit and Accounts Officer, Administrative Officer, Vice Principal requires greater care and discretion on the part of the transferring authority as these posts are imbued with supervisory responsibility. Posts viz., Section Officer, Administrative Officer, Audit and Accounts Officer, Vice Principal/Assistant Education Officer/Principal Grade II, Senior Administrative Officers, Senior Audit and Accounts Officer, Executive Engineer, Technical Officers, Principal Grade I, Education Officer and Assistant Commissioner and higher posts some of which are non transferable at the moment are such posts. Kendriya Vidyalaya Sangathan while effecting transfer of employees holding such post shall strive to maintain equitable distribution of its employees across all locations to ensure efficient functioning of the organization and optimize job satisfaction amongst employees. All employees are liable to be transferred anywhere in India at any point of time and transfer to a desired location can't be claimed as a matter of right. While effecting transfers the organizational interest shall be given uppermost consideration and that problems and constraints of employee shall remain subservient.

2. TENURE The normal tenure shall be as under:-

S. No.	Terms	Explanations	
1	Tenure*	Section Officer, Administrative Officer,	5 years
		Audit and Accounts Officer, Vice Principal, Principal, Education Officer	3 years in case of hard station/NER Stations.
		Assistant Commissioner	3 years for all stations
*However, it is categorically made clear that the tenure so provided under these guidelines shall not be deemed to put an embargo on the administration to transfer an employee in the exigencies of service and/or organizational interest before the completion of tenure.			

3. TYPES OF TRANSFER

Transfer may broadly be classified in two types, viz., administrative transfer, which the KVS orders suo mote in the exigencies of service and administration and in public interest, and request transfer which is effected based on the request of an employee.

4. ADMINISTRATIVE TRANSFER OF EMPLOYEES

After the completion of tenure an employee shall be liable for transfer except where an employee's retention after the completion of tenure or an employees exit before the completion of the tenure is necessary in the organizational interest. Efforts will be made to consider bulk of such transfer post-wise at an opportune time during an academic year. Transfer/posting to a desired station shall not be claimed as a matter of right. Some crucial determinants for such transfers are as under:-

- Inherent strength/weakness of an employee to cope with the supervisory responsibility
- Domain expertise of an employee
- Performance of an employee against tangible parameters wherever possible, for example CBSE results, APAR Grading in the last three years or such other parameters as may be prescribed from time to time for different posts.
- Factors such as: due for retirement, medical problems faced by an employee or family member, spouse working at a station etc.

5. REQUEST TRANSFER OF EMPLOYEES

KVS may invite request transfer from such employees at an opportune time in an academic year in such form and manner as deemed appropriate from time to time and consider such requests for transfer to desired station keeping organizational interest uppermost in consideration. Some crucial determinants for effecting such transfers shall be as follows:

- a) Request of an employee factoring in such components as: due for retirement, medical problems faced by an employee or family members, spouse working at a station etc.
- b) Suitability of an employee for the sought for station
- c) Performance of an employee against tangible parameters whenever possible for example CBSE results, APAR Grading in the last three years or such other parameters as may be prescribed from time to time for different posts
- d) Number of years spent at a station

6. AUTHORITIES COMPETENT TO EFFECT TRANSFER

“Article 15(a) (3) of the Education Code for Kendriya Vidyalaya Sangathan empowers Commissioner, KVS to transfer, post and assign any duties to all officer and staff at the Head Quarter and Regional Offices as well as Vidyalayas. Therefore Commissioner, KVS shall be competent to transfer/on grant exemption to (Amended on 28.12.2012 BOG) an employee under these guidelines”.

7. POWER OF RELAXATION OF GUIDELINES

Notwithstanding anything contained in the guidelines, the Commissioner with the approval from the Chairman, KVS, shall be the sole competent authority to transfer any employee to any place in relaxation of any or all of the above provisions.

8. INTERPRETATION OF GUIDELINES

Commissioner, KVS shall be the sole competent authority to interpret above provisions and pass such other order(s) as deemed appropriate and essential to facilitate the implementation of the guidelines for the purpose of effective control and administration of the KVS as a whole.

9. SAFEGUARD AGAINST EXTRANEOUS INFLUENCE

Employees shall not bring in any outside influence; if such an influence from whichever source espousing the cause of an employee is received it shall be presumed that the same has been brought in by the employee. The request of such an employee shall not be considered. Action may also be initiated against such an employee under relevant service rules.